

APPLICATION FOR EMPLOYMENT

Please type or write clearly in dark ink			
	LAST NAME	FIRST NAME	MIDDLE
Social Security Number:		Date of Birth:	
Address:			
City:		State:	Zip:
Telephone:		Alternate Number:	
Date you will be available for employment:		Type of position for which you are applying:	
Are you willing to work shifts other than day shift?		Can you legally work temporarily/permanently in the United States? _____ Yes _____ No If temporary status, please indicate expiration date: _____	
Education: Did you receive a high school diploma or its equivalent (GED)? _____ Yes _____ No Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12			

Additional Education: All academic training must be verified. Verification of academic training may be in the form of transcript, copy of diploma, copy of license or certificate, or written statement from an authorized agency verifying possession of the necessary credentials.

Undergraduate College:

School Name, City, State: _____

Field(s) of Study (Major/Minor): _____

Credit Hours: Semester: _____ Trimester: _____ Quarter: _____

Dates of Attendance (MM/YY-MM/YY): _____

Type of Degree: _____

Business, Vocational or Technical School:

School Name, City, State: _____

Course of Study: _____

Number of Weeks Attended: _____ Number of Hours Per Day: _____

Number of Clock Hours Completed: _____ Certificate - Attach Copy: _____

Additional Training (Seminars, Military Training, Workshops, Etc.)

Military Service:

Dates of Military Service: _____ to _____

Branch of Service: _____

Type of Discharge: _____ Rank at Time of Separation: _____

Affirmation: Be sure to sign this application. Your signature certifies that all statements are true and complete.

Signature: _____ Date: _____

The West Virginia Enterprise Resource Planning Board is an equal opportunity employer abiding by the rules and regulations set forth by the United States Government for Affirmative Action in compliance with Federal and State equal employment opportunity laws. Qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or military status, or the presence of a non-job related medical condition or disability. If an offer of employment is made, proof of authorization to work in the United States and/or United States citizenship must be provided.